



---

# Applicant User Guide

---

How To: Search,  
become an applicant,  
create an application,  
apply, and confirm  
receipt

---

Howard County Human  
Resources

---



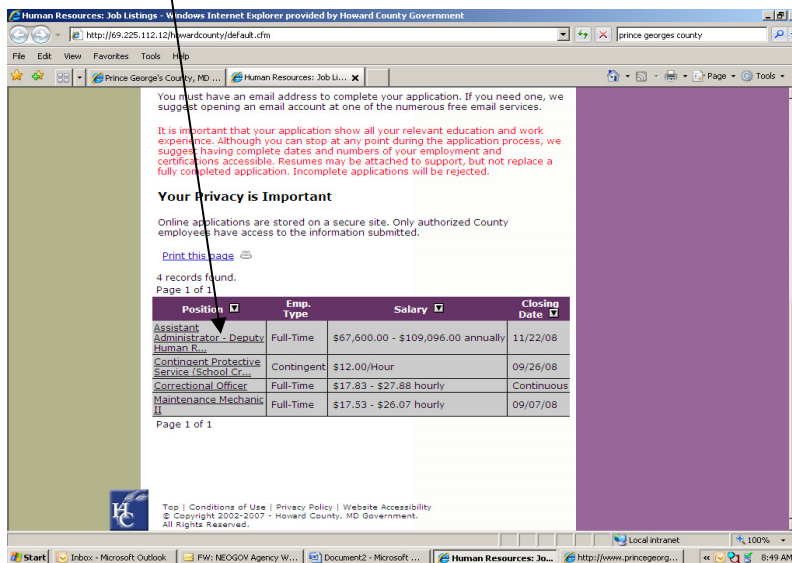
# Using the Howard County On-line Employment Application

## .....First Time Users Guide

1. Go to [www.howardcountymd.gov](http://www.howardcountymd.gov) and click on **JOBS**.



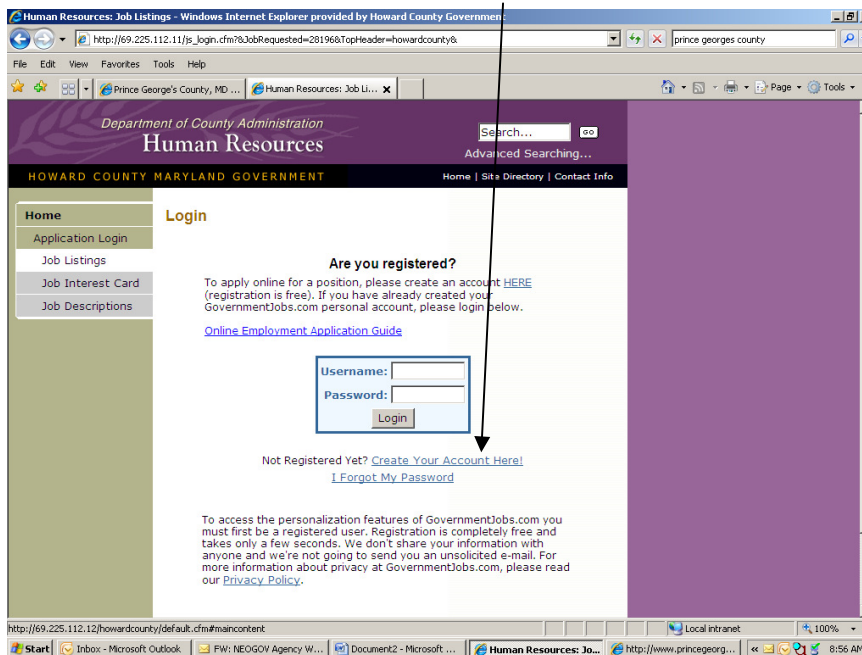
2. Scroll down the page until you see the alphabetical list of job titles and click on the job title in which you are interested.



3. If after reviewing the job announcement, you wish to submit an application, click the **APPLY** link



4. Click on **CREATE YOUR ACCOUNT HERE**.



\*If you have already created an account you would simply log back in entering your username and password. **You will not be able to create another applicant account using the same e-mail address**

5. Enter your new account information (you **MUST** remember this information)

\*You must have an email address to obtain a username and login, if you do not have one please create one through hotmail, yahoo, aol, etc

6. Click on the 'Save' button

Home Job Search Career Seekers About Us Post a Job Employer Login

## Request New Job Seeker Account

Enter your account information:

Username

Tip: Choose a Username that you can easily remember. You may use letters and numbers and the underscore "\_". Example: john\_doe25

Email Address

Create a Password:

Password

Confirm Password

Password Hint

Tip: If you forget your password, you can click on [Lost Password](#) and it will be emailed to you.

- A page is displayed with your login information. Click on the 'Login' button
  - Enter your username and password and click 'Login'
7. Click on the 'Create Application' button

**Note:** You do not need to create a separate application for every job that you apply for. **Each applicant must have his/her own account. You cannot share accounts**

Home Job Search About Us Help Logout

Welcome,

Main Menu Search Jobs Application Status My Account

In order to apply for a position you need to create an application first. Click on the 'Create Application' button and we'll guide you through the process.

**Applications You've Created:**

Name	Date Created	Modify
------	--------------	--------

Tip: You do NOT need to recreate a new application every time you're applying for a position.

[Main Menu](#) | [Search Jobs](#) | [Application Status](#) | [MY Account](#) | [Logout](#)

[About GovernmentJobs](#) | [Privacy Policy](#) | [Legal Terms](#)

Copyright © 2000-2005 GovernmentJobs. All rights reserved. Patent Pending.

8. Input a title for your application for your future reference
9. Click on the 'Create Application' button
10. Fill in the 'Personal Profile' information

Home Job Search About Us Help Logout

Welcome, [Help](#) [Logout](#)

[Main Menu](#) [Search Jobs](#) [Application Status](#) [My Account](#)

**(PART-TIME) REVENUE ASSISTANT I** - Application process steps:

① Job Application ② Agency-wide Questions ③ Supplemental Questions ④ Confirm Application ⑤ Certify & Submit

**Job Application » Profile** \* Required Field

[Cancel](#) [Save & View Application](#)

**Contact Information**

\*First Name:

Middle Initial:

\*Last Name:

Primary Phone:

Alternate Phone:

\*Email:

11. Click on the 'Save & View Application' button
12. If you want to add education or work experience, click on the links for 'Add Education' or 'Add Work Experience' and complete these sections. You can also add Certificates or Licenses, Skills, Additional Information, References, and a Resume, if desired. Click the 'save' button at the bottom of each section.

**Job Application » Review** \* Required Field

Complete your application by scrolling down and adding your information. When you are finished entering all of your information (such as education, work history, certificates, etc.), click on the button below to continue.

[Go to Confirm Application](#)

**Personal Profile** [Edit Personal Profile](#)

Name:	Joe Smith	Address:	1415 Santa Monica Blvd Santa Monica, California 90210
Social Security:	223-45-6998	Email:	<a href="mailto:joe_85@aol.com">joe_85@aol.com</a>
Home Phone:		Notification Preference:	Email
		Alternate Phone:	

**Other Personal Information**

Driver's License:	Yes, California
Can you, after employment, submit proof of your legal right to work in the United States?	Yes
What is your highest level of education?	Bachelor's Degree

**Preferences**

Preferred Salary:

Are you willing to relocate?

Types of positions you will accept:

Types of work you will accept:

Types of shifts you will accept:

**Objective**

**Education** [Add Education](#)

**Work Experience** [Add Work Experience](#)

**Certificates and Licenses** [Add Certificates or Licenses](#)

13. Click on the 'Logout' link in the upper-right-hand corner

### To Apply for a Specific Job Opening

1. From the employer's employment opportunity website, click on the job title of the job you are interested in.
2. Click on the 'Apply' link

Home Job Search Career Seekers About Us Post a Job Employer Login

Job Title: (PART-TIME) REVENUE ASSISTANT I  
Salary: \$15.54 - \$19.94 hourly  
Job Type: Part-Time (19 1/2 Hours per Week)  
Location: City of Stockton, California  
Department: Administrative Services

[Print Job Information](#) | [Apply](#)

3. Login using your applicant username and password that you created previously.

**Note:** If you have previously created an applicant account, login using the previously created username and password. **You will not be able to create another account using the same e-mail address.**

Home Job Search Career Seekers About Us Post a Job Employer Login

**Are you registered?**

To apply online for a position, please create an account [HERE](#) (registration is free). If you have already created your GovernmentJobs.com personal account, please login below.

Username: joe\_85  
Password: ●●●  
[Login](#)

Not Registered Yet? [Create Your Account Here!](#)  
[I Forgot My Password](#)

4. Click on the link that says "To apply for the position of your position title click here."

Main Menu Search Jobs Application Status My Account

To apply for the position of (PART-TIME) REVENUE ASSISTANT I click here.

[Create Application](#)

5. Answer the agency-wide supplemental questions

Navigation: Main Menu | Search Jobs | Application Status | My Account

(PART-TIME) REVENUE ASSISTANT I - Application process steps:

1 Job Application | 2 Agency-wide Questions | 3 Supplemental Questions | 4 Confirm Application | 5 Certify & Submit

### Agency-wide Questions

\* Required Field

If you need more than **one hour** to complete this section click the **'Save Work in Progress'** button occasionally to save your work. All questions marked **"Required"** need to be answered in order to submit the application. Note: **DO NOT** use HTML tags in your answers.

The purpose of this Supplemental Questionnaire is to obtain additional job related information in order to evaluate education, training and experience relative to the position.

\*1. Are you currently or have you ever been employed by the City of Stockton?

☐ Yes ☐ No

6. Click on the 'Save & Proceed' button at the bottom of the page
7. Answer the job-specific supplemental questions (if any)

Navigation: 1 Job Application | 2 Agency-wide Questions | 3 Supplemental Questions | 4 Confirm Application | 5 Certify & Submit

### Supplemental Questions

\* Required Field

If you need more than **one hour** to complete this section click the **'Save Work in Progress'** button occasionally to save your work. All questions marked **"Required"** need to be answered in order to submit the application. Note: **DO NOT** use HTML tags in your answers.

The following questions apply to only the position you are applying for.

\*1. The Supplemental Questionnaire is part of the examination process; accordingly, it should be completed carefully. It must be submitted with your official employment application. Do not indicate "see resume" as an answer to any of these questions.

I certify that the information provided is accurate and complete to the best of my knowledge. I understand that any falsification may cancel any terms, conditions, or privileges of employment.

☒ Yes ☐ No

\*2. Do you possess a high school diploma or GED?

☒ Yes ☐ No

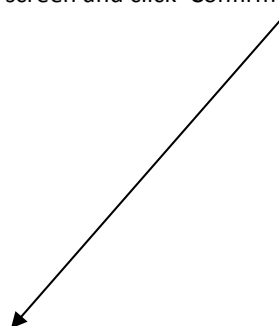
\*3. Do you possess a valid California Class "C" Driver's License?

☒ Yes ☐ No

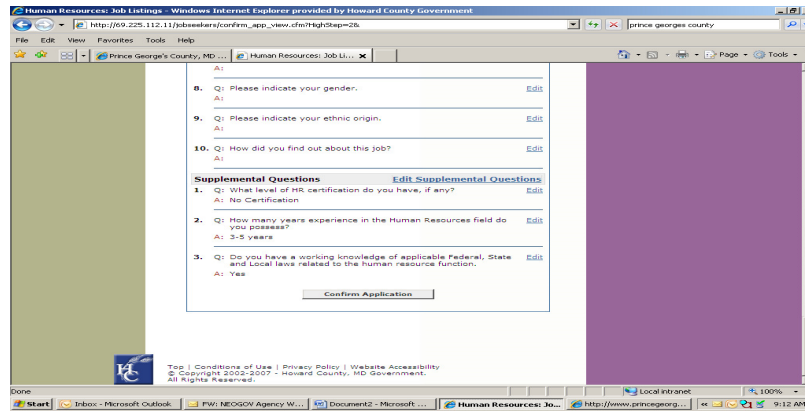
Buttons: Save Work in Progress | Save & Proceed

\* Required Field

8. Click on the 'Save & Proceed' button at the bottom of the page
9. Scroll to the bottom of the application review screen and click 'Confirm & Send Application'







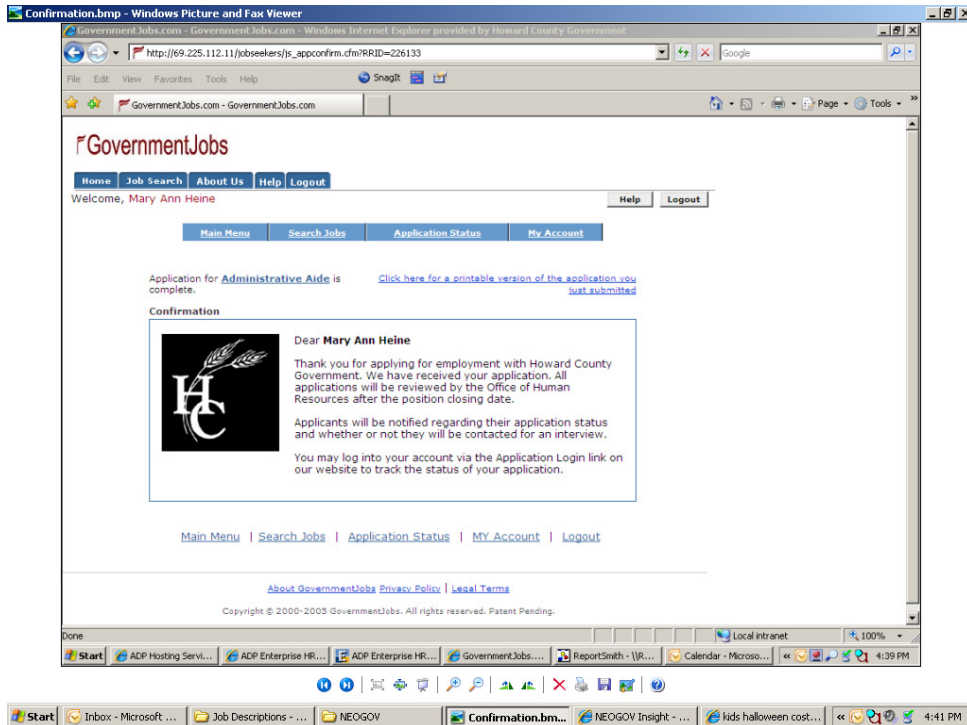
10. Click the 'Accept' button on the digital signature screen



11. Click on the 'Logout' link in the upper-right-hand corner



12. You will now see the confirmation screen.



13. You will remain logged into your account unless you click **LOGOUT** on this page. It is important that you log out of your account before leaving a public access computer, so that the next user cannot see your personal information.